

Facility Relocation Long Range Planning

ComEd Administrative Procedure

AM-CE-9052

Revision No.: 3

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1. Purpose

- 1.1. To provide guidelines to identify, review, budget, and implement long range planning (LRP) as necessary for ComEd's electrical facility relocations (FR) required as a result of governmental agency right of way modifications.
- 1.2. This procedure is specifically written in order to better forecast, control, and minimize the need for ComEd to relocate facilities by partnering with various governmental agencies in order to influence their design and mitigate conflicts early in the design stage to the extent possible.

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- 1.3. This procedure represents a management method for systematically identifying, scoping, evaluating, and budgeting solutions to facility relocation projects throughout the ComEd service territory. The solutions are to be consistent with the ComEd Engineering Standard Practices (ESP's) and represent the least cost long-term means of relocating ComEd facilities. This procedure provides a standard practice that the relocation activities are performed in a consistent and timely manner with maximum benefit and minimum cost to ComEd while conforming to regulatory requirements.
- 1.4. This procedure is meant to depict the standard steps followed by facility relocation, in the normal course of business, under current anticipated business conditions. Upon approval from FR leadership, deviation from this procedure may be acceptable when business conditions change or when unique events occur requiring alternative methods to achieve the desired results.
- 1.5. In section 4, this procedure has been divided into the following subsections:

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2. Precautions and limitations

2.1. Precautions

- 2.1.1 Typically the ComEd Facility Relocation annual direct capital spend fluctuates within a relatively small range (averaging ~ \$35M, net of CIAC). There are, however, certain years where very large projects (> \$1M) occur that can and should be evaluated separately for budgetary purposes and not included in evaluation of prior or future annual spend.

2.2. Limitations

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- 2.2.1 The accuracy of long term planning and scheduling of governmental agencies improvements directly impacts the accuracy of the plan. Availability of internal engineering and construction resources to perform Facility Relocation work will directly impact the facility relocation plan to be performed in a consistent and timely manner with maximum benefit and minimum cost to ComEd.

3. Prerequisites

- 3.1. None

4. Procedure

4.1. IDENTIFICATION OF LARGE PROJECTS – IDOT

- 4.1.1 IDOT & ISHTA Program Manager obtains a copy of IDOT Multi-Year Plan in April and October for budget forecasting purposes.
- 4.1.2 IDOT & ISHTA Program Manager distributes the Multi-Year Plan plan to all PEs.
- 4.1.3 PEs REVIEW the new Multi-Year Plan and compare with the previous plan and notes any new large projects, cancelled projects, and/or projects that have adjusted timelines. PEs obtain more specific information from IDOT or their consultants as required.
- 4.1.4 PEs (with assistance from FR Engineering Analysts) review projects for initial/updated assessment of potential conflicts.
- 4.1.5 PEs REVIEW projects with FR Manager by May of each year to provide the extent of impacts, initial estimates to resolve, and anticipated construction start dates.
- 4.1.6 FR Manager updates the large projects list with latest cost estimate and project dates in accordance with the current LRP.

4.2. IDENTIFICATION OF LARGE PROJECTS – ISTHA

- 4.2.1 IDOT & ISTHA Program Manager obtains a copy of the Capital Improvement Plan (CIP) in April and October for budget forecasting purposes.
- 4.2.2 IDOT & ISHTA Program Manager distributes the CIP to the Tollway PE.
- 4.2.3 PE reviews the CIP and compare with the previous plan and notes any new large projects, cancelled projects, and/or projects that have adjusted timelines. PE obtains more specific information from ISTHA or their consultants as required.
- 4.2.4 PE (with assistance from FR Engineering Analysts) reviews projects for initial/updated assessment of potential conflicts.
- 4.2.5 PE reviews projects with FR Manager by May of each year to provide the extent of impacts, initial estimates to resolve, and anticipated construction start dates.

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- 4.2.6 FR Manager updates the large projects list with latest cost estimate and project dates in accordance with the current LRP.

4.3. IDENTIFICATION OF LARGE PROJECTS – CITY OF CHICAGO

- 4.3.1 Chicago PEs obtain and review the City of Chicago Department of Transportation 5 Year CIP posted on the CDOT website to identify any large new projects, cancelled projects, and/or projects that have adjusted timelines. This will occur in April and October for budget forecasting purposes. PEs obtain more specific information from the City of Chicago or their consultants as required.
- 4.3.2 PEs (with assistance from FR Engineering Analysts) review projects for initial/updated assessment of potential conflicts.
- 4.3.3 PEs review projects with FR Manager by May of each year to provide the extent of impacts, initial estimates to resolve, and anticipated construction start dates.
- 4.3.4 FR Manager updates large projects list with latest cost estimate and project dates in accordance with the current LRP

4.4. IDENTIFICATION OF LARGE PROJECTS – COUNTIES

- 4.4.1 PEs obtain and review the various counties CIP to identify any large new projects, cancelled projects, and/or projects that have adjusted timelines. This will occur in April and October for budget forecasting purposes. PEs obtain more specific information from the counties or their consultants as required.
- 4.4.2 If the county does not maintain or publish a CIP, PEs contact the various counties to identify any large new projects, cancelled projects, and/or projects that have adjusted timelines.
- 4.4.3 PEs (with assistance from FR Engineering Analysts) review projects for initial/updated assessment of potential conflicts.
- 4.4.4 PEs consult with External Affair Managers for updates on upcoming projects as required.
- 4.4.5 PEs review projects with FR Manager by May of each year to provide the extent of impacts, initial estimates to resolve, and anticipated construction start dates.
- 4.4.6 FR Manager updates large projects lists with latest cost estimate and project dates in accordance with the current LRP.

4.5. INTERNAL COORDINATION

- 4.5.1 FR Manager communicates the large projects list to New Business, Capacity Planning, Transmission Planning, and Engineering.
- 4.5.2 If coordination between ComEd planned work and governmental agency planned work is required, ComEd Departments inform FR Manager who engages agency.

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4.6. INFLUENCE AGENCY DESIGN

- 4.6.1** PEs coordinate meetings with individual agencies and their consultants as applicable to influence the design to mitigate conflicts on large FR projects.
- 4.6.2** Where agency / consultant is able to reduce or eliminate conflicts, the PE informs FR Manager of latest estimate, documents meeting, and enters notes in the FR Database.
- 4.6.3** FR Manager updates list of large projects with latest cost estimate and project dates in accordance with the current LRP.

4.7. ESTABLISHMENT OF LRP and ANNUAL BUDGET

- 4.7.1** The LRP target is established based on historical spend, forward looking reviews of corporate overheads, and incorporation of known very large projects (> \$1M) identified on the large projects list.
- 4.7.2** The annual budget is based on the LRP target with the inclusion of any additional information gained from the review of large projects. Additionally, the budget is adjusted through the review of the volume of projects based on meetings leading up to the start of the annual budgeting process.

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5. Roles and responsibilities

5.1. EXECUTIVE SPONSOR

- 5.1.1 A VP or SVP who servers as champion, mentor, advocate or sounding board for the Executive Category.

5.2. FACILITY RELOCATION MANAGER

- 5.2.1 Performs strategic long range integrated planning for facility relocation work. Provides long-range budgetary input to budget process. Coordinates budget development with Operations and Construction personnel in budgeting aspects of facility relocation work.
- 5.2.2 Develops and maintains a strong working relationship with governmental agencies and their consultants.
- 5.2.3 Works closely with Facility Relocation Project Engineer to ensure timely and cost effective execution of all facility relocation work on the ComEd distribution system.
- 5.2.4 Creates and maintains the Large Projects List.
- 5.2.5 Represents Facility Relocation Category at the Category Forum meetings.

5.3. FACILITY RELOCATION PROJECT ENGINEER

- 5.3.1 Responsible for individual project budgetary development, engineering management, timely execution and scope control of all FR work on the ComEd distribution system. Develops and maintains a strong working relationship with governmental agencies and their consultants. Leverages knowledge and relationships with sound engineering judgment to influence the most favorable outcome. Work closely with Facility Relocation Analysts and Regional Engineering management to assure timely and cost effective execution of all facility relocation work on the ComEd distribution system. This may be a Regional or Central Project Engineer.
- 5.3.2 Reviews projects on agencies CIPs for assessment of extent of conflicts and planned execution date. Provides feedback to FR Manager for inclusion on Large Projects List.

5.4. FACILITY RELOCATION ENGINEERING ANALYST

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5.4.1 Develops and maintains a strong working relationship with governmental agencies and their consultants. Leverage knowledge and relationships with sound engineering judgment to influence the most favorable outcome. Support Project Engineer in performing field investigations and compiling data as it relates to inquiries of existing ComEd facilities within the boundaries of future facility relocation projects. Support and work with Regional Engineering, as requested, to assure timely and cost effective execution of all facility relocation work on the ComEd distribution system. Analyze project plans, marking facilities for clarity and accuracy.

5.5. IDOT & ISTHA PROGRAM MANAGER

5.5.1 The IDOT & ISTHA Program Manager is responsible for coordinating the interaction between both IDOT and ISTHA and ComEd. Includes processing all permits (both ComEd and Exelon) with both agencies, ensuring periodic meetings are set up with the correct participation, coordinating issues that arise with both ComEd and agency projects.

6. Documentation

6.1. Documentation generated during performance of this document shall be filed in accordance with Exelon Corporate Procedure LE-AC-401 – Records and Information Management Retention and Disposition.

6.2. The documentation supporting the budget and LRP shall be stored by FR Manager on the Public Relocation Sharepoint site for minimum of 5 years after end of budget year per LE-AC-401 Exhibit A, paragraph 16 (d).

7. Terms and definitions

7.1. CDOT:

7.1.1 City of Chicago Department of Transportation.

7.2. CIP:

7.2.1 Capital Improvement Plan – General term used to refer to governmental agencies' multi-year plans for infrastructure improvements.

7.3. Facility Relocation Category:

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7.3.1 The Facility Relocation Category consists of relocations of ComEd facilities on public Right-Of-Ways (ROWs) that qualify as "Public Interest (PI)" relocations. PI projects do not include relocation requests from private entities (for example, a subdivision project requiring a turn lane or other street change due to the private project), or from governmental entities that do not control the ROW (for example, a school district requests relocation on a municipal street). Similarly, public projects that directly benefit (or assist) a private project, or benefit a municipal electric utility are not PI projects. It is sometimes difficult to determine if the relocation request should be included in a broader already established New Business project, such as when a municipality builds a new building and requires a change in ROW facilities to accommodate its new building or its electric service location, situations that non-governmental entities would have to pay for under ComEd tariffs. Whether a ROW relocation is a mandatory PI project, or instead is categorized and managed by the New Business group, may involve input by New Business, Legal, and External Affairs.

7.4. Facility Relocation Project:

7.4.1 Facility Relocation Projects are classified as an Emergent Project, Minor Project or Project based on the following characteristics.

Facility Relocation Category	Definition	Emergent Project	Minor Project (or Baseline) (< \$100k)	– Project (≥ \$100k)
Emergent	Projects requiring immediate action without prior planning/notification	•		
Minor Relocation Projects	Projects with budgetary (direct cost) estimates below \$100K		•	
Relocation Project	Projects with budgetary (direct cost) estimates greater than \$100K			•

7.5. IDOT:

7.5.1 Illinois Department of Transportation.

7.6. IDOT & ISTHA PROGRAM MANAGER

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- 7.6.1** The IDOT & ISTHA Program manager is responsible for coordinating the interaction between both IDOT and ISTHA and ComEd. Includes processing all permits (both ComEd and Exelon) with both agencies, ensuring periodic meetings are set up with the correct participation, coordinating issues that arise with both ComEd and agency projects.

7.7. ISTHA:

- 7.7.1** Illinois State Toll Highway Authority.

7.8. Large Project:

- 7.8.1** A project with estimated ComEd direct cost > \$1M, which may be Centrally Managed depending on a number of factors including complexity, number of involved work groups, time to complete, high profile, etc. (refer to PC-EU-2011). Must be approved through the Financial Approval Process (FI-EU-2001).

7.9. Large Projects List:

The Large Projects List is a working list of large projects along with their expected year of execution and estimated cost. It is maintained in the Facility Relocation drive.

(\\lc3msfs01\PublicRelocation\Financials\Budgets)

- 7.9.1** Long Range Plan (LRP):

- 7.9.2** The Facility Relocation Long Range Plan is the budget plan in the Work Planning and Tracking tool for baseline and projects for the next 5 years along with the associated large projects list.

7.10. Minor Project:

- 7.10.1** Often used interchangeably with “baseline” projects and similar to a Project, but with total estimated direct cost < \$100k, simpler in nature, and does not require a Project Manager.

7.11. Owner:

- 7.11.1** The individual responsible to ensure an Issue is resolved, who may be actively participating in the work activities or may be overseeing the completion of the activities.

7.12. Project:

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7.12.1 A unique activity, or set of activities, that accomplish a measurable objective (defined scope) with specific beginning and end dates, defined funding (\geq \$100k direct cost), an assigned Project Manager (or Project Engineer), and sufficient complexity, critical duration or risk (financial or operational) to warrant visibility and administrative controls. For Facility Relocation projects administrative controls (for projects > \$500K) to include Process Control Checklist, project view assessment (PVA) review, project book initiation, first call resolution (FCR) procedure adherence, project watch list and design engineering estimate scope control process.

7.13. Project Engineer:

7.13.1 The Project Engineer is the designated management individual in Facility Relocation who is responsible for all aspects of an assigned project. The Project Engineer utilizes multiple disciplines, including the coordination of activities related to the economic evaluation and justification for the project, ensuring that approved spending commitments are within limits of the approval level.

7.14. Project Manager:

7.14.1 The Project Manager is the designated management individual who is responsible for all aspects of an assigned project. The Project Manager utilizes multiple disciplines, including the coordination of activities related to the economic evaluation and justification for the project, ensuring that approved spending commitments are within limits of the approval level, and the preparation and submission of interim progress reports and a post-implementation appraisal. This could be either the Facility Relocation Project Engineer or a Project Manager in the Project Management Department.

8. References

- 8.1. LE-AC-401 – Records and Information Management Retention DispositionAM-CE-9051 – Facility Relocation Procedure
- 8.2. FI-EU-2001 – Authorization of Projects
- 8.3. PC-EU-2012 – Project Initiation
- 8.4. PC-EU-2011 – Documentation Retention Centrally Managed Projects
- 8.5. FR Database (use GOOGLE CHROME)
<http://relrep.exeloncorp.com/projectmgmtapp/pm/jobListDetail.asp?Pild=30>

9. Attachments

- 9.1. None

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10. Development history

Revision 0		Date: 3/4/2010
Writer	Dave Stoppelman, Manager Public Relocation	
Reviewer(s)	Christene Johnson – Investment Strategy, Mark Bartolameolli – Public Relocation, Terri Bleck – Public Relocation, John Pribich – Public Relocation, Don Ries – Public Relocation	
UFAM Approver(s)	Jack Mehrtens, Director Distribution Engineering	
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UFAM Approver(s)	N/A	
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UFAM Approver(s)	Rawlin Brown, Manager of Project Management	
Reason written	3 year scheduled update; updated reference documents, updated database link	
Revision 3		Date: 8/10/2020
Writer	Tom Tumminaro Manager, Facility Relocation	
Reviewer(s)	Tom Tumminaro Manager, Facility Relocation; Brenda Brock, Manager of Project Management	
UFAM Approver(s)	Brenda Brock, Manager of Project Management	
Reason written	3 year scheduled update; updated reference documents, updated database link	